



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE DEVELOPMENT FACILITATOR

Job Number: 20001112

Job Code: 61420V000101

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 02/16/2009

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates administrative functions of one or more programs within the Department for Workforce Investment. Explains in detail the complex provisions of workforce programs including unemployment insurance law and Wagner-Peyser program to claimants and to other persons seeking employment services. Can coordinate the employment service and unemployment insurance program activities in the Department for Workforce Investment office or a one-stop satellite center. Provides advisory services to unemployment insurance claimants on issues involving disputed claims and provides adjudication on unemployment insurance disputed claims with decision making authority on eligibility issues. Informs applicants, claimants and employers of their rights, responsibilities and program services under provisions of the Workforce Investment Act, Wagner-Peyser Act, unemployment insurance and other workforce programs, laws and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience in reviewing, monitoring, determining eligibility for and/or administering employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Work experience in workforce programs such as WIA, employment services, unemployment insurance, education, public

administration, military or human resources will substitute for the required college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates and performs programmatic activities related to employment services and/or unemployment insurance functions. Conducts fact-finding inquiries for disputed claims investigations. Implements procedures to ensure employment service and unemployment insurance services are provided in an effective and customer friendly manner. Travels to one or more counties when necessary. Performs a variety of employment service functions including filing unemployment insurance claims of all types, registering job seekers and claimants for work, making job referrals to employers and making determinations on non-separation issues involving unemployment insurance claims. Interprets, applies and enforces policies and procedures pertaining to the Department for Workforce Investment with minimal supervision. Ensures quality services are administered to employers and job seekers. Functions as employer relation's representative for local Employment Service office. Provides a wide range of expert services to customers in the local office or central office locations. Makes referrals to other local one-stop partners for services. Arranges media coverage to recruit job seekers. Does public relations work to promote the Department's programs. Establishes the communication and coordination link among training and education providers to ensure effective services are rendered to jobseekers. Participates in meetings with other Cabinet and state/local agencies to develop coordination criteria of program services. Conduct training for employees. Must have knowledgeable of policies, procedures, regulations and statutes concerning Wagner-Peyser and unemployment insurance programs. Performs in-depth analysis of program support needs and recommends policy and procedural modifications. Assists and aids team members in meeting quality assurance initiatives.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.